San Juan Unified School District
Assessment, Evaluation and Planning Department

User Manual

DataScanner™ for DATA DIRECTOR™

Turning Information into Achievement™

(Verison 1.4 Riverside Publishing)

For Help: Website: www.sanjuan.edu/datadirector Email: datadirectorhelp@sanjuan.edu Phone: 916-971-7992

San Juan Unified School District
Assessment, Evaluation and Planning Department

SCANNING STATIONS

They are located at every site and are attached to PC computers as the software is not compatible with MAC.

LOGGING ONTO THE COMPUTER STATION

If the computer is not on, make sure the scanner is on and then turn on the computer.

Log onto the computer using your district log on (your email log on and password)

SCANNING SOFTWARE

Double Click on “DataScanner” to open.

Log on using your DataDirector Log On and Password

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Overview

DataScanner™ is the plain paper scanning module for DataDirector™ that scans answer sheets created for DataDirector Assessments and transfers student results to DataDirector.

You must install the DataScanner software on a windows-based computer and use a TWAIN compliant scanning device. DataScanner uses an internet connection to access answer sheets and create templates to capture and

DataScanner requires a DataDirector Username and Password. Once you are logged in, you have access to the same list of assessments that you have access to in DataDirector. The Assessment Answer Sheet must exist in DataDirector before it can be scanned with DataScanner. You must print an answer sheet from DataDirector for each student that will be administered the assessment, load the marked answer documents into the document feeder of your scanning device, and start scanning.

Once DataScanner finishes processing the answer sheets, you review and approve all the results and commit the approved results to DataDirector™ for analysis and reporting.

Notes

- DataScanner is designed to run on Windows 32 bit operating systems. To determine which version of Windows you have installed, see the Microsoft Support Article: ***How to determine whether a computer is running a 32-bit version or 64-bit version of the Windows operating system*** http://support.microsoft.com/kb/827218
- **DataScanner** does not work on Mac OS, Windows NT, Windows 98 or earlier versions of Windows operating systems.
- If you are not sure which service pack or version operating system you are using, simply right-click you're My Computer icon and select Properties.
- The computer and scanning device must be directly connected via a USB cable.

Minimum Requirements

The DataScanner software must be downloaded and installed on a computer that meets the following minimum requirements.

Microsoft® Windows XP Pro, Service Pack 2 (32 bit) or Windows 7, Service Pack 1

Microsoft® .NET Framework 3.5

Intel® Pentium® 4 Processor 2.8 GHz+

2 GB RAM (minimum)

500 MB free disk space

Adobe Acrobat Reader 7.0

Connected to a Certified Compatible scanning device (see chart)

Broadband/Cable Internet connection

Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.

Certified Compatible Devices

The following scanners, multi-function devices, and copiers have been certified as compatible for use with DataScanner for DataDirector. Although all of the devices listed have been certified, the level of difficulty involved in set-up and implementation may vary.

Dedicated Scanners	Multi-Function Devices	Business Copiers
Fujitsu fi-5120c* ☑	Brother DCP-8060*	Xerox WorkCentre 5638
Fujitsu fi-6130[1] ☑	Brother DCP-8080DN	Xerox WorkCentre 7435
Fujitsu fi-6140[2] ☑	Lexmark X364dn	
Fujitsu fi-6670[2] ☑		
Fujitsu 6230		
HP Scan Jet 5000		

[1] Recommended model
[2] VRS disabled
* Model has been discontinued by manufacturer
☑ Easy set-up and implementation

New Scanner Approval
Riverside Publishing is able to test scanners not listed on the approved scanner list for compatibility with DataScanner on a limited basis. A loaner scanner will be required to do the compatibility testing. Network attached scanners are not approved.

Please contact your Riverside Publishing Account Manager for additional information.

Installing DataScanner Software

Important Notes

- Prior to installing the latest version of DataScanner, the previous version must be uninstalled.
- You must have administrative rights to the computer to uninstall and install the DataScanner software. See ***How Do I know if I have Admin Rights***, page 30
- If you are administrator installing DataScanner software for users, it is recommended that full privileges be granted to the DataScanner folder for all Groups and users to ensure that all users will be able to download and install updates.

Recommended Best Practice: It is recommended that you update Windows and .NET software to the latest Service Pack and ensure that you have the latest drivers installed for your scanning device prior to installing DataScanner software.

Follow these steps to remove the DataScanner software that is installed on your computer

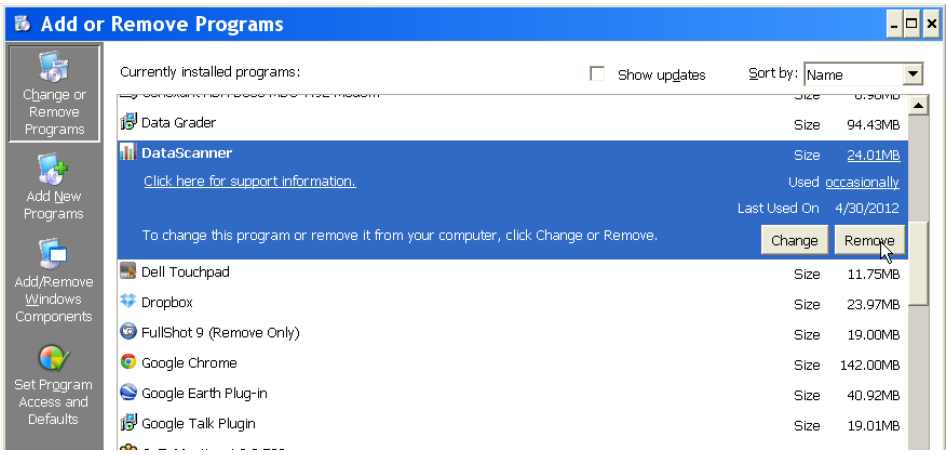
How to uninstall DataScanner – Windows XP

1. Click **Start**, click **Control Panel**, and then double-click **Add or Remove Programs**.
2. In the **Currently installed programs** box, click the program that you want to remove, and then click **Remove**.
3. If you are prompted to confirm the removal of the program, click **Yes**.

How to uninstall DataScanner – Windows 7

To remove the DataScanner software that is installed on your computer, follow these steps:

1. Click the **Start** button
2. Click **Control Panel**,>**Programs**>**Programs and Features**.
3. Select DataScanner, and then click **Uninstall**.



Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.
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> **Recommended Best Practice:** It is recommended that all Groups and Users be given Full privileges to the DataScanner folder so that automatic updates can be installed by any user without the assistance of an Administrator.

Granting Folder Permissions

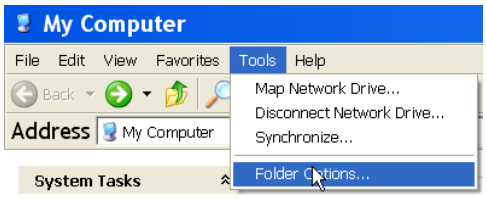
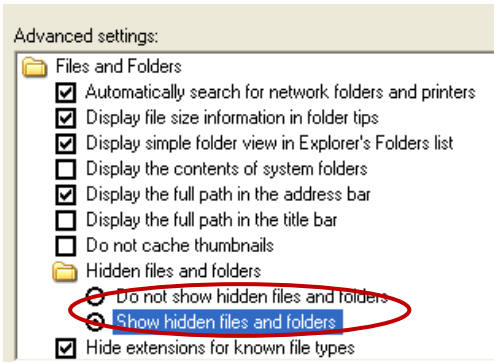
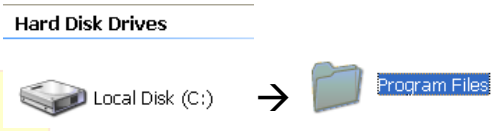
Different files and folders have permissions to specify who can read, write, modify and have access to them. Windows allows you to customize access permissions. Changing access permissions gives different user accounts created on a computer either Full Control, Modify, and Execute permissions on folders. Folder permissions are shared over networks so the user or group has the same access on all computers on the network.

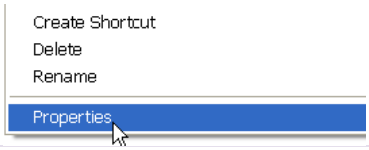
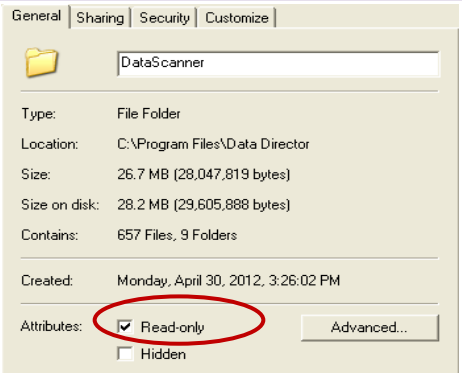
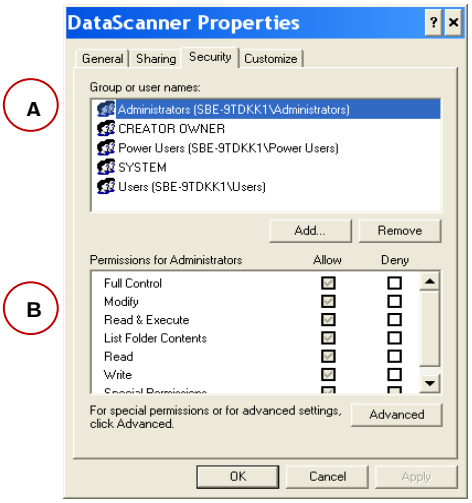
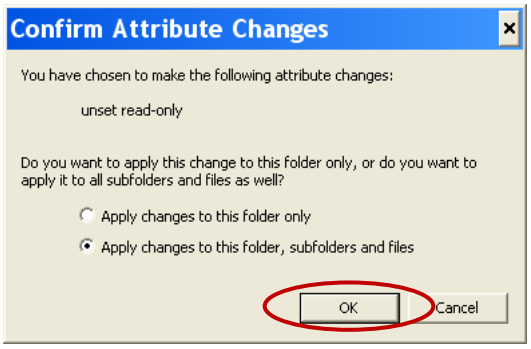
Administrator Notes

- You can only set file and folder permissions on drives formatted to use NTFS.
- Groups or users granted Full Control for a folder can delete files and subfolders within that folder regardless of the permissions protecting the files and subfolders.

How to Change File and Folder Permissions in Windows XP

Follow these steps to **c**hange File and Folder Permissions in Windows XP

Step	Action	
1	From the Windows Start menu or from your desktop click **My Computer**	
2	**Tools** Menu→**Folder Options**— A. Click the **View** tab B. In **Advanced settings>Hidden files and folders**: Enable radio button next to **Show hidden files and folders** C. Click **OK**	 
3	Double-click the Local Disk drive (C:) and locate the **Program File**s folder. **Note:** Program Files are located on the Local C: drive by default, however, depending on your configuration, Program Files may be located on a different drive.	
4	Double-click the **DataDirector** folder	

Step	Action	
5	Right-click the **DataScanner** folder and select **Properties** from the menu	
6	In Attributes: Uncheck **Read-only**	
7	Click the **Security** tab – A. Click to highlight a **group** or **user name** in the top portion of the window. B. Check the **Allow** box in **Permissions for Administrators** for all of the permissions. C. Repeat A. and B. for every group or user name. D. Click **OK**	
8	Apply changes to the folder, subfolder, and files and click **OK** to pop-up confirmation box	

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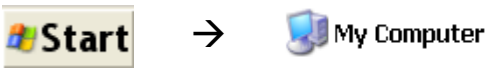
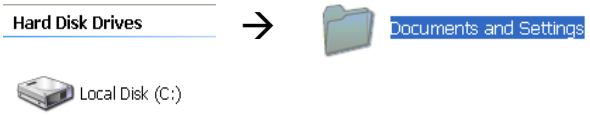
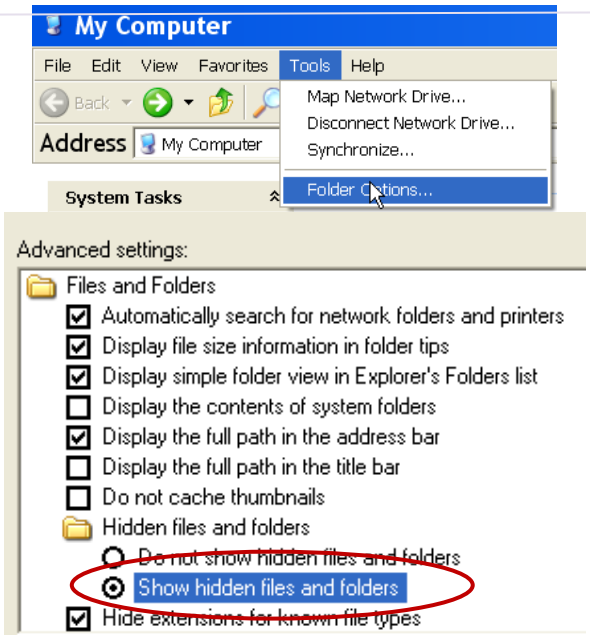
Grant Access to DataScanner Folder

Follow these steps to allow access to the DataScanner folder for all groups and users:

Step	Action	
1	From the Windows Start menu or from your desktop click **My Computer**	
2	Double-click the Local Disk drive (C:) and locate the **Documents and Settings** folder. A. Open the **Documents and Settings** folder B. Open the **All Users** folder C. Open the **Application Data** folder D. Open the **DataDirector** folder	
3	Right-click the **DataScanner** folder and select **Properties** from the menu A. In Attributes: Uncheck **Read-only** B. Click the **Security** tab – a) Click to highlight a **group** or **user name** in the top portion of the window. b) Check the **Allow** box in **Permissions for Administrators** for all of the permissions. c) Repeat A. and B. for every group or user name. d) Click **OK** C. Click **OK** to pop-up confirmation box	
2	Tools Menu→Folder Options— A. Click the View tab B. In Advanced settings>Hidden files and folders: Enable radio button next to Show hidden files and folders C. Click OK	 My Computer File Edit View Favorites Tools Help Back Address My Computer Map Network Drive... Disconnect Network Drive... Synchronize... Folder Options... System Tasks Advanced settings: Files and Folders Automatically search for network folders and printers Display file size information in folder tips Display simple folder view in Explorer's Folders list Display the contents of system folders Display the full path in the address bar Display the full path in the title bar Do not cache thumbnails Hidden files and folders Do not show hidden files and folders Show hidden files and folders Hide extensions for known file types

How to Change Folder Permissions in Windows Vista and Windows 7

Follow these steps to **c**hange Folder Permissions in Windows Vista or Windows 7:

Step	Action
1	From the Windows Start menu or from your desktop click **My Computer** →
2	Double-click the Local Disk drive (C:) and locate the **Program Data** folder.
3	Right-click the **DataScanner** folder and select **Properties** from the menu A. In Attributes: Uncheck **Read-only** B. Click the **Security** tab – a) Click to highlight a **group** or **user name** in the top portion of the window. b) Check the **Allow** box in **Permissions for Administrators** for all of the permissions. c) Repeat A. and B. for every group or user name. d) Click **OK** e) Click **OK** to pop-up confirmation box

Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.
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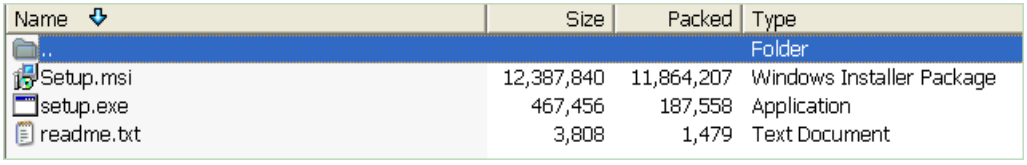
Download and Install the DataScanner Software

Before you begin

- You must be logged in as an Administrator or have administrative rights to the machine to download and install.
- Before using DataScanner, you must have Microsoft .Net Framework Version 3.5 (or later) installed. Microsoft .Net Framework is available free for download from the Microsoft website. Go to www.microsoft.com/downloads and search for .NET to download and install the latest version.

Follow these steps to download and install DataScanner:

Step	Action
1	Login to DataDirector: A. Navigate to your DataDirector website (e.g. https://www.datadirector.com/yourdistrictname) and login with your Username and Password. B. Select the site and level of access
2	Change the URL in the address bar on the Welcome page from **/?News** to /**datascanner**: Select to highlight the word "News" and type the word "datascanner" from https://www.datadirector.com/datadirector/?News to https://www.datadirector.com/datadirector/datascanner *You are redirected to the **DataScanner Download Page***
3	Download DataScanner **Notes:** • Read the instructions on the download page prior to beginning the download. • You must uninstall previous versions of DataScanner prior to installing the latest version. A. Click **Download DataScanner Version… Now** B. Double-click **Setup.exe** and follow the installation instructions. 

Name	Size	Packed	Type
..			Folder
Setup.msi	12,387,840	11,864,207	Windows Installer Package
setup.exe	467,456	187,558	Application
readme.txt	3,808	1,479	Text Document

Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.
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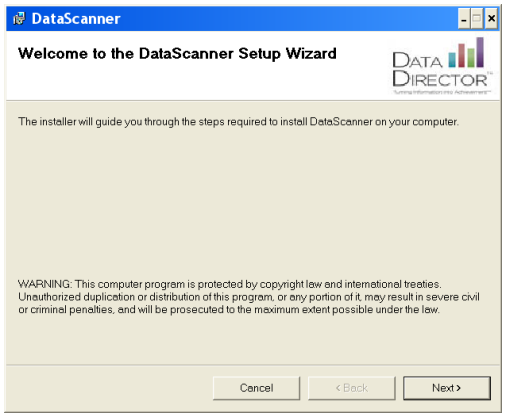
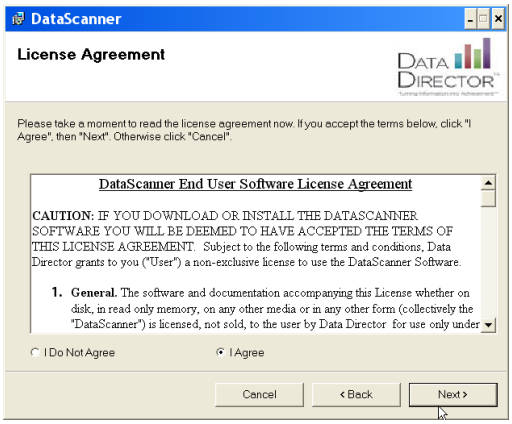
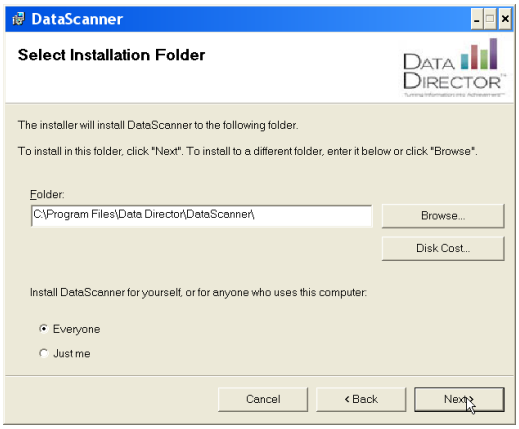
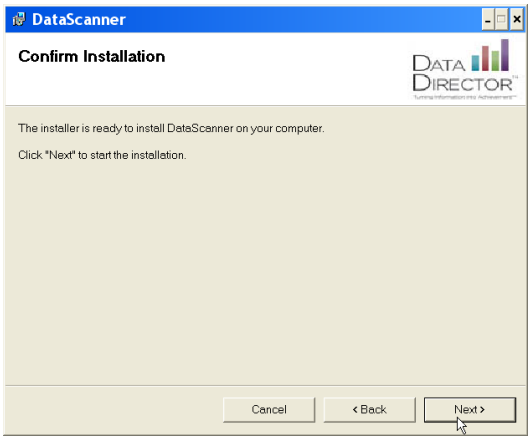
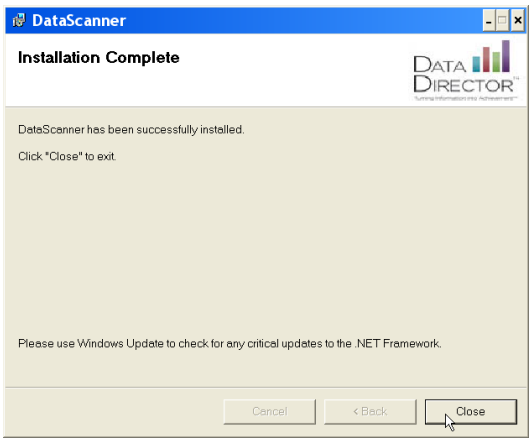
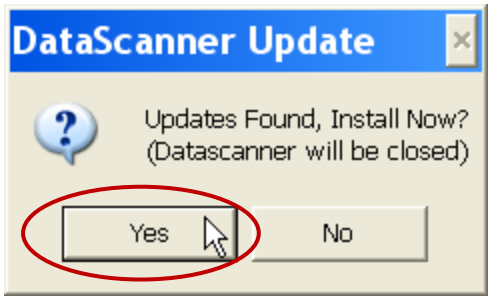
Step	Action	
4	Click **Next**	 DataScanner Welcome to the DataScanner Setup Wizard The installer will guide you through the steps required to install DataScanner on your computer. WARNING: This computer program is protected by copyright law and international treatie... Cancel < Back Next >
5	Select **I Agree** and click **Next**	 DataScanner License Agreement Please take a moment to read the license agreement now. If you accept the terms below, click "I Agree", then "Next". Otherwise click "Cancel". DataScanner End User Software License Agreement CAUTION: IF YOU DOWNLOAD OR INSTALL THE DATASCANNER SOFTWARE YOU WILL BE DEEMED TO HAVE ACCEPTED THE TERMS OF THIS LICENSE AGREEMENT. Subject to the following terms and conditions, Data Director grants to you ("User") a non-exclusive license to use the DataScanner Software. 1. General. The software and documentation accompanying this License whether on disk, in read only memory, on any other media or in any other form (collectively the "DataScanner") is licensed, not sold, to the user by Data Director for use only under I Do Not Agree I Agree Cancel < Back Next >
6	Select **Everyone** and click **Next**	 DataScanner Select Installation Folder The installer will install DataScanner to the following folder. To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse". Folder: C:\Program Files\Data Director\DataScanner\ Browse... Disk Cost... Install DataScanner for yourself, or for anyone who uses this computer: Everyone Just me Cancel < Back Next >

Step	Action	
7	Click **Next**	 DataScanner Confirm Installation The installer is ready to install DataScanner on your computer. Click "Next" to start the installation. Cancel < Back Next >
8	*DataScanner is being installed…* Click **Close**	 DataScanner Installation Complete DataScanner has been successfully installed. Click "Close" to exit. Please use Windows Update to check for any critical updates to the .NET Framework. Cancel < Back Close

Double-click the DataScanner icon on the Desktop or the Start menu. The first time you start DataScanner after installation, it automatically scans for updates. If updates are found, you will receive a notification.



You have the option to click **Yes** and install the updates or **No** and proceed to DataScanner without installing updates. If you do not choose to install now, you will have the opportunity to install the next time you sign in or if you initiate a manual scan from the **Help** menu.

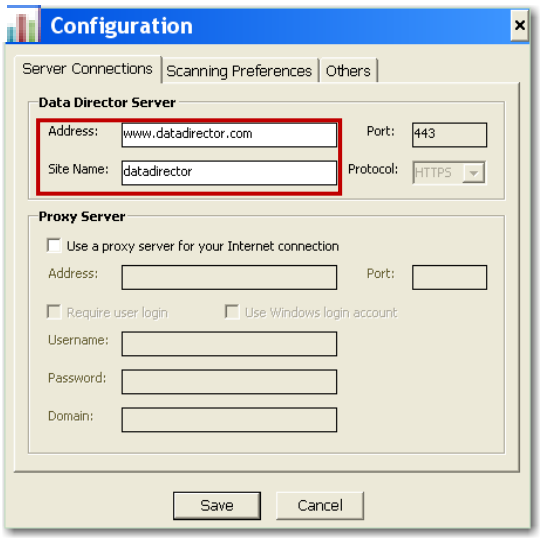
See **Error! Reference source not found.**, **Error! Bookmark not defined.**, below for more information about installing updates.

Configuring DataScanner

Connection to DataDirector Server

DataScanner requires connection to DataDirector to operate. To connect to DataDirector, your Server Connections and Scanning Preferences settings must be configured. The first time you log on you will be prompted to configure the internet settings. Set the Address and Site Name on the Server Connections tab.

Server Connection Settings



1. **Address**: www.datadirector.com
   Enter the web address used to connect to the DataDirector™ web site. The default setting is www.datadirector.com".
2. **Site Name**
   The name of the web site that you are logging into. The same name as appears in the address bar that you would enter when connecting to the DataDirector™ web site.

   The site name is case sensitive and you should enter the site name in lower cases. (Use the district/consortium name that DataDirector™ uses--this is what is typed in the address bar when logging into DataDirector™).

Example: The "my-site-name" portion of the web site address "http://www.datadirector.com/**my-site-name**".

Notes

- Port is already set to the defaults to 443 this field is not enabled.
- Protocol is the network communication protocol being used between DataScanner and DataDirector over the Internet. For security reasons, the only choice is the Hyper Text Transfer Protocol under Secured Socket Layer (HTTPS). This field is not enabled.

You may click **Save** to save these settings now and proceed to select your assessment, or click the ***Scanning Preferences*** or ***Other*** tabs to configure additional settings.

DataScanner Automatic Updates

Automatic update keeps your DataScanner software up-to-date by automatically checking for updates and downloading them to your computer every time you log in to DataScanner.

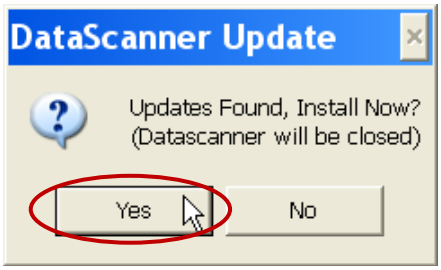
The option to automatically check for updates is a configuration setting that can be enabled or disabled. *See "Other" Settings.* You also have the option to manually scan for and download updates.

As a user, you must have administrative rights (permission to download and install files) to the computer DataScanner is installed on or the permission to install software on the computer to install DataScanner updates.

Note: The automatic update feature applies to DataScanner Version 1.4 and above.

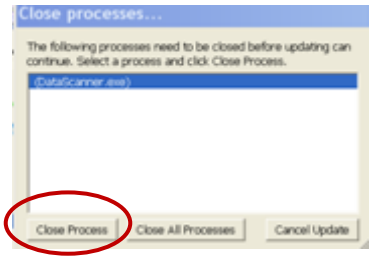
Installing Updates

If Automatic Update is enabled, DataScanner will scan for updates every time you login. If updates are available, you will receive the following notification. You have the option to click **Yes** and install the updates or **No** and proceed to DataScanner without installing updates. If you do not choose to install now, you will have the opportunity to install the next time you sign in or if you initiate a manual scan from the **Help** menu.

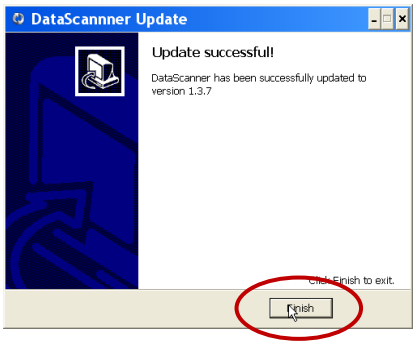


DataScanner must close to install updates. If there are other programs running that must be closed, they will be listed.

- **Click Close Process** or **Close All Processes**. You have the option to Cancel Update and return to DataScanner without installing updates.


Close processes...
The following processes need to be closed before updating can continue. Select a process and click Close Process.
(DataScanner.exe)
Close Process
Close All Processes
Cancel Update

- You will receive a notification that DataScanner has been successfully updated. Click **Finish** to exit. Launch DataScanner to begin using with the installed updates.

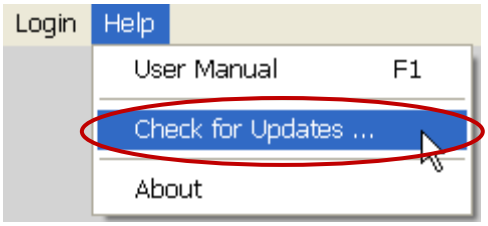


Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.

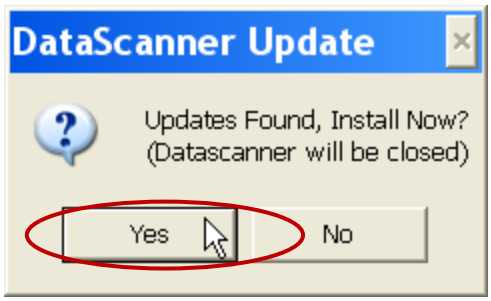
Checking for Updates Manually

Whether or not automatic scan for updates is enabled, you have the option to check for DataScanner updates at anytime.

The option to manually scan for updates is available from the **Help** menu > **Check or Updates…**



If updates are available, you will receive the following message:



Click **Yes** and follow steps in **Error! Reference source not found.,** above.

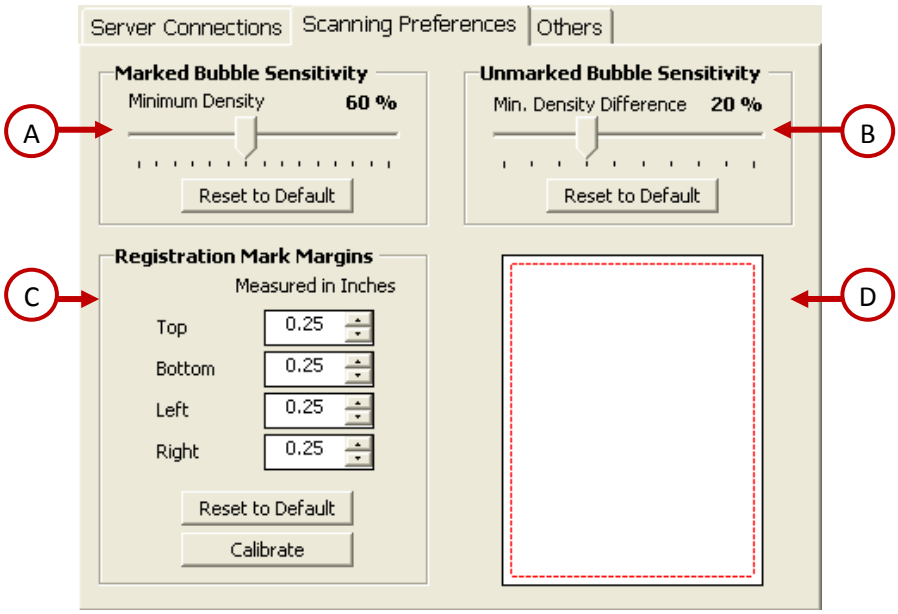
Scanning Preferences

Scanners produce different quality images even though they are of the same model from the same manufacturer. Therefore, a scanner must be calibrated to produce uniform results. The calibration process consists of adjusting the marked bubble sensitivity and unmarked bubble sensitivity and registration mark margins of DataScanner.

The Scanning Preferences tab contains settings to adjust the sensitivity of your scanner. You may only need to adjust these settings if you are getting a lot of scanning errors because your scanner is not reading the marked bubbles correctly.

Click **Save** once you've made your changes.

Tip: If your scanner is picking up too many marks, lower the Marked Bubble Sensitivity and slightly raise the Unmarked Bubble Sensitivity.



Definition of Settings

A. **Marked Bubble Sensitivity** It is used to control at what density a bubble is considered as a marked bubble. Default value is 60.

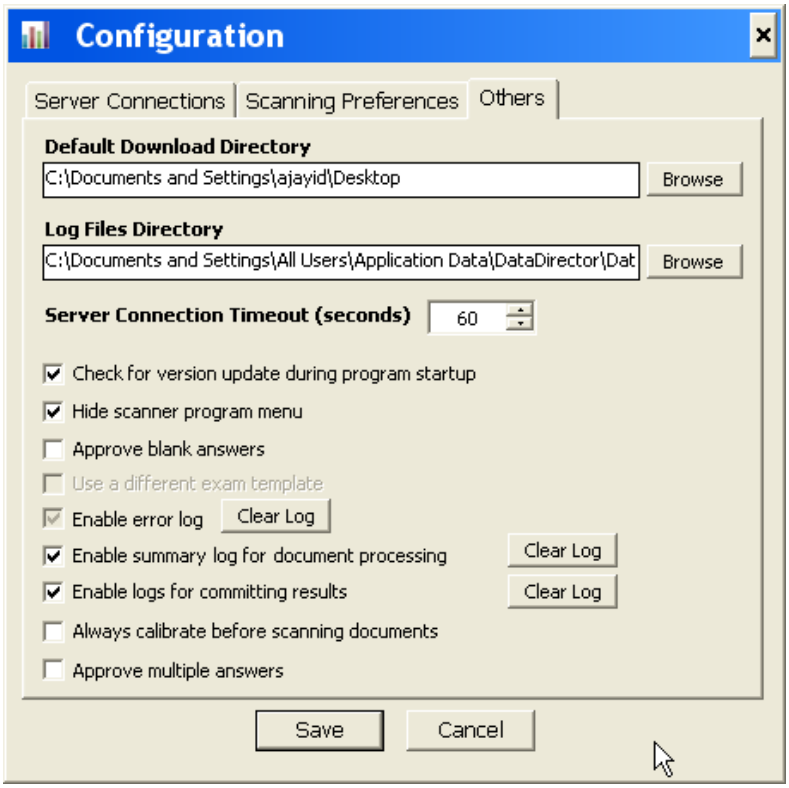
B. **Unmarked Bubble Sensitivity**
It is used to identify and include or exclude marginally marked bubbles. Default value is 20.

C. **Registration Marks and Registration Mark Margins**
Each answer sheet has six T-shaped reference marks printed on it. These marks are rotated counter- clockwise for 90 degrees. Three on the top of the page and three on the bottom of the page. These marks serve as reference points and are very important in normalizing the form to increase the accuracy when DataScanner™ processes the answer sheet. **Do NOT write anything on the marks or close to the marks as inaccurate results may be produced.**
Registration Mark Margins tell the software where the registration marks are. The possibility that the marks fall outside the dotted red lines will lead to inaccurate results. In an ideal scenario, the outer edges of the marks should be just within the corner formed by the two adjacent dotted red lines. Default value is 0.25 for all four margins.

D. **Registration Mark Margins Preview (Dotted Red Lines)**
This image preview gives you a rough idea where the registration marks should be on the scanned image. Due to scanners variation, the scanned image will not look the same as the actual document. Therefore, we need to calibrate the scanner to work with the document.

Configuring Others Preferences

The **Others** tab contains settings to choose default DataScanner options. These settings and preferences may be changed for troubleshooting purposes, but generally will not be changed once set.



1. **Default Download Directory**
   This is the default directory in which all downloaded files are saved.
2. **Log Files Directory**
   This is the default directory in which all log files are saved.
3. **Server Connection Timeout**
   DataScanner needs to communicate with DataDirector server. When a communication error occurs, due to high Internet traffic or server load, DataScanner will try to re-establish the communication with the server until this connection timeout (in seconds) has passed. An error message will be generated when the connection times out. If you are receiving time out errors when attempting to start DataScanner, adjust this setting from 60 (default) to 120..
4. **Check for version update during program startup**
   Enabling this option will make the software check for updates whenever the program is started. By default, this option is enabled.
5. **Hide scanner program menu**
   DataScanner™ automatically sets the necessary scanning parameters on the scanner. Some scanners may not support this feature. Hence, you need to uncheck this option in order to show the manufacturer's user interface and set these parameters manually. The following parameters must be set for DataScanner™ to work properly:
   Resolution : 300 x 300 dpi
   Scan Type : Black and White (1 bit per pixel)

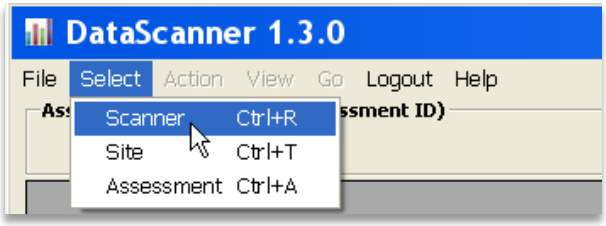
6. **Approve blank answers**
   Enabling this option will make the software approve the answer document even though there are blank answers on the document.
7. **Use a different exam template** *(This option should be disabled)*
8. **Enable error log**
   Enabling this option to log software-generated error messages to a text file. This option is always enabled and cannot be changed. To clear the log entries, click the **Clear Log** button.
9. **Enable summary log for document processing**
   Enabling this option to log the scanning results to a text file. All the information are accumulative. To clear the summary log, click the **Clear Log** button.
10. **Enable logs for committing results**
    Enabling this option to log the results to a text file. All the information are accumulative. To clear the summary log, click the **Clear Log** button.
11. **Always calibrate before scanning documents**
    Enabling this option will calibrate the scanner before scanning documents.
12. **Approve multiple answers**
    Enabling this option allows documents with multiple bubbles darkened for an answer to be accepted.

Select the Scanning Source

Once the software is installed, you must select the TWAIN driver as your scanning source before configuring DataScanner.

Follow these steps to select your scanning source:

1. Double-click the DataScanner Icon on your desktop and login with your DataDirector username/password.
   - If you are associated with multiple sites, you may be prompted to select your site
2. From the menu **Select→Scanner→**



   A. Select the TWAIN driver from the list

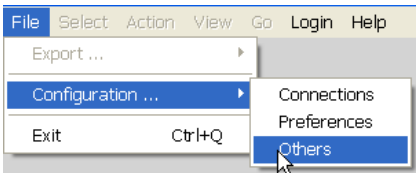
   B. Click **Select.**

Configuring DataScanner to Scan for Updates Automatically

The automatic update setting is available in the **Others** tab o the Configuration settings.

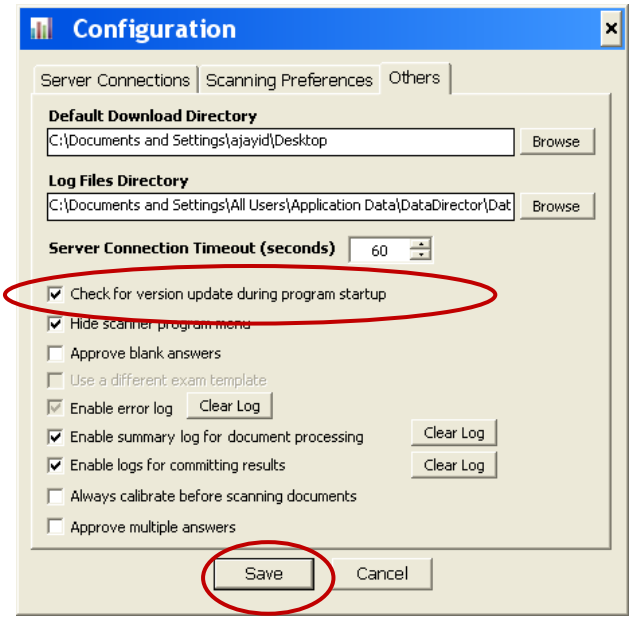
Follow these steps to change automatic update settings:

1. Open the **File** menu > **Configuration…** > **Others**



2. Check the **Check for version updates during program startup** box to turn on automatic updates (default setting), or uncheck the box to disable the automatic scan.

3. Click **Save**



Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.
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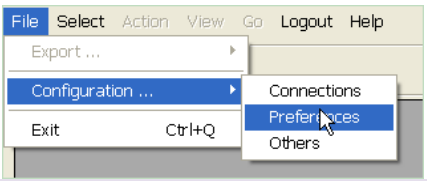
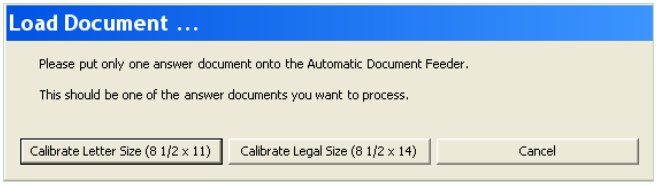
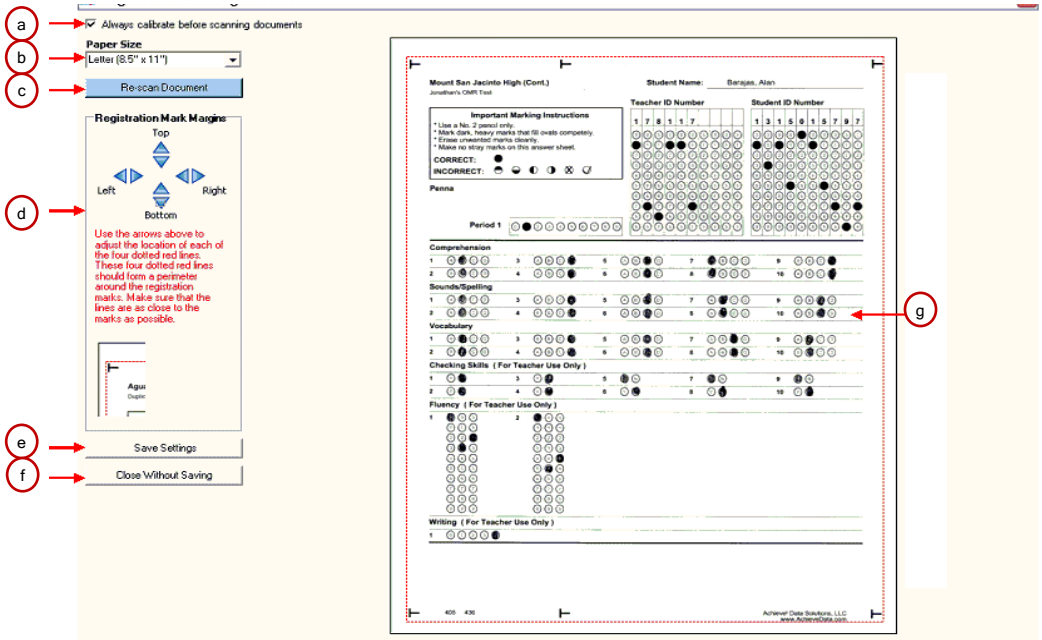
Calibrating Registration Mark Margins

Calibration settings can be set by clicking Calibrate in the Registration Mark Margins section on the Scanning Preferences tab (see image above) or via the File menu by navigating to **File→ Configuration → Preferences**

Step	Action
1.	Go to **File→Configuration→Preferences→Calibrate** 
2	Configure calibration settings— A. Click **Calibrate** in the Registration Mark Margins section B. Select paper size (Letter or Legal) *You will be prompted to load an answer document into the automatic document feeder of your scanner. Allow document to feed.* C. Click **OK**  Load Document ... Please put only one answer document onto the Automatic Document Feeder. This should be one of the answer documents you want to process. Calibrate Letter Size (8 1/2 x 11) Calibrate Legal Size (8 1/2 x 14) Cancel
3	Registration Mark Margin Calibration Settings  a Always calibrate before scanning documents b Paper Size Letter (8.5" x 11") c Re-scan Document Registration Mark Margins Top Left Right Bottom d Use the arrows above to adjust the location of each of the four dotted red lines. These four dotted red lines should form a perimeter around the registration marks. Make sure that the lines are as close to the marks as possible. e Save Settings f Close Without Saving g

a. **Always Calibrate Before Scanning Documents –** When checked, this calibration screen will always pop up when you scan a new batch of answer documents.

b. **Paper Size –** Select the appropriate paper size that corresponds to the document you are scanning.

c. **Re-scan Document –** Place an answer sheet onto the automatic document feeder of your scanner and click this button.

d. **Registration Mark Margins –** This is a very important step. Adjust the top, bottom, left and right margins appropriately so that the dotted red lines are just outside of the registration marks.

e. **Save Settings –** Save the margins in the configuration file so it will be applied to subsequent scans. The window wi then be closed.

f. **Close Without Saving –** Click this button will close the window without saving the settings.

g. **Scanned Image Preview –** Shows exactly what the scanned image looks like in the computer. Different scanners will produce a slightly different image; and most likely the margins will not look the same as the actual document. That is the reason that this calibration process is important. You need to adjust the margins so that the registration marks are tightly bounded by the red lines.

Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.
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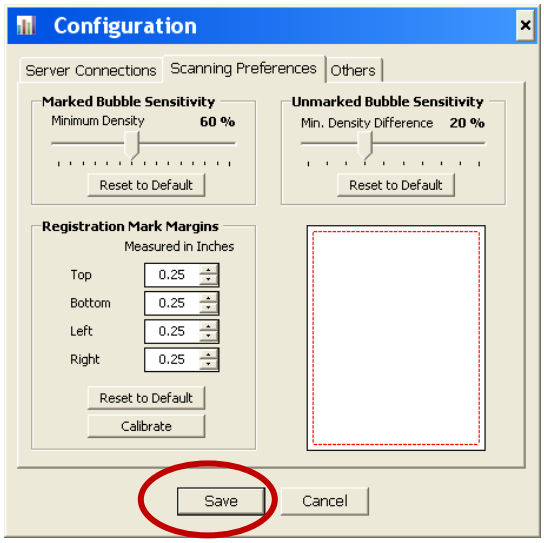
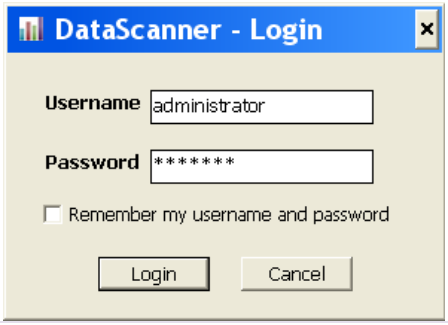
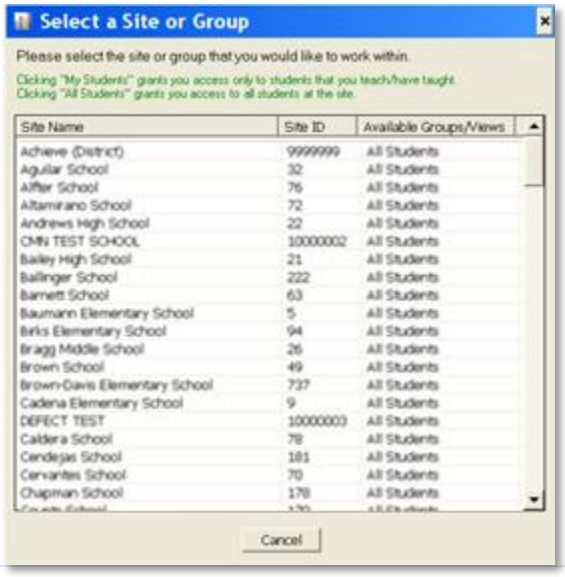
Step	Action
3	Calibrate the Answer Document— • Use the registration Mark Margin Arrows to bring the red perforated line in to "hug" the registration marks (T-marks) • The red perforated line should be as close to the T-marks as possible without touching them. • The T-marks may be uneven on the page. This is okay as long as the red line is as close to the nearest T-mark on each of the margins.
4	Click **Save Settings** *You will be re-directed to the configuration window.*  Click **Save**

Starting DataScanner

After DataScanner is installed and configured, you can start DataScanner by double-clicking the shortcut icon on your desktop or selecting DataScanner from the Start Menu.

STEP	ACTION
1	You must enter your DataDirector Username/Password and click **Login**. 
2	If your username is affiliated with more than one site or group, you will need to select the site/group.  Select a Site or Group Please select the site or group that you would like to work within. Clicking "My Students" grants you access only to students that you teach/have taught. Clicking "All Students" grants you access to all students at the site. Site Name Site ID Available Groups/Views Achieve (District) 9999999 All Students Aguilar School 32 All Students Alfter School 76 All Students Altamirano School 72 All Students Andrews High School 22 All Students CMN TEST SCHOOL 10000002 All Students Bailey High School 21 All Students Ballinger School 222 All Students Barnett School 63 All Students Baumann Elementary School 5 All Students Birks Elementary School 94 All Students Bragg Middle School 26 All Students Brown School 49 All Students Brown-Davis Elementary School 737 All Students Cadena Elementary School 9 All Students DEFECT TEST 10000003 All Students Caldera School 78 All Students Candejas School 181 All Students Cervantes School 70 All Students Chapman School 178 All Students Cancel
3	Follow the step in ***How to Scan Answer Documents***, *page 24*, below.

Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.
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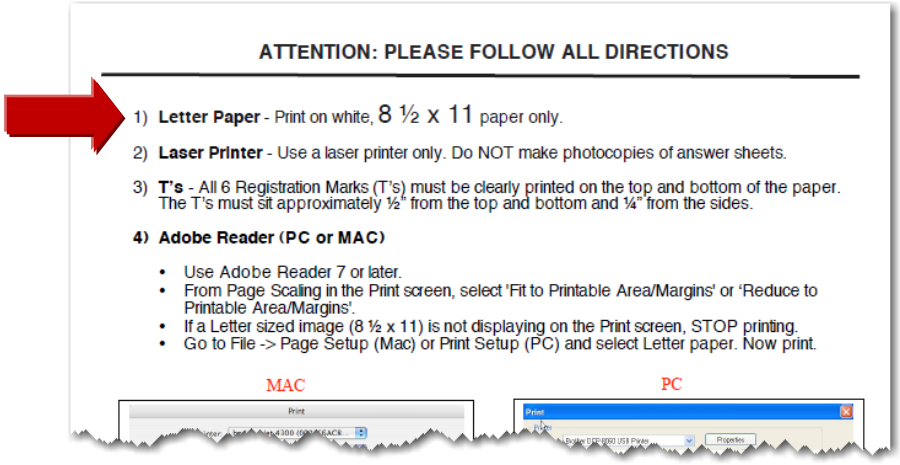
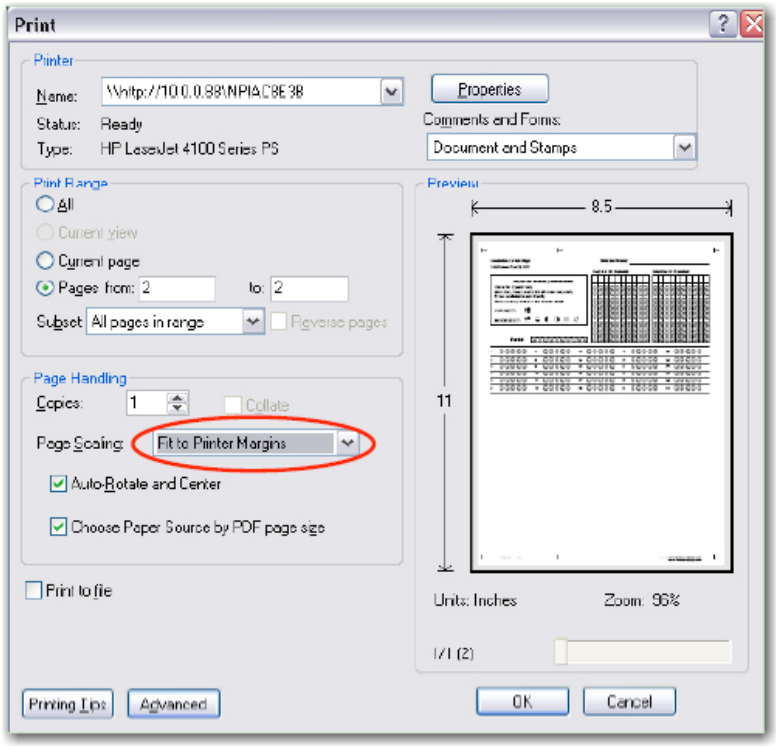
Printing Tips and Recommendations

- It is recommended that a small test print and scan is done prior to your initial test administration using DataScanner to verify that:
  - The sheets scanned correctly
  - DataScanner was able to read responses as expected
- Use very bright white paper for the best scanning results – letter or legal, depending on the length of the test.
- The required paper size is printed on the first page of the PDF Answer Document. Verify that you are us


ATTENTION: PLEASE FOLLOW ALL DIRECTIONS
1) Letter Paper - Print on white, 8 ½ x 11 paper only.
2) Laser Printer - Use a laser printer only. Do NOT make photocopies of answer sheets.
3) T's - All 6 Registration Marks (T's) must be clearly printed on the top and bottom of the paper. The T's must sit approximately ½" from the top and bottom and ¼" from the sides.
4) Adobe Reader (PC or MAC)
• Use Adobe Reader 7 or later.
• From Page Scaling in the Print screen, select 'Fit to Printable Area/Margins' or 'Reduce to Printable Area/Margins'.
• If a Letter sized image (8 ½ x 11) is not displaying on the Print screen, STOP printing.
• Go to File -> Page Setup (Mac) or Print Setup (PC) and select Letter paper. Now print.
MAC
PC

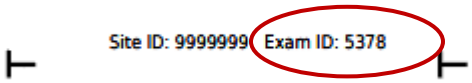
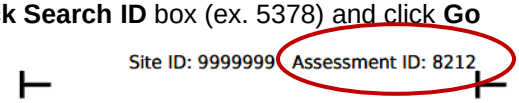
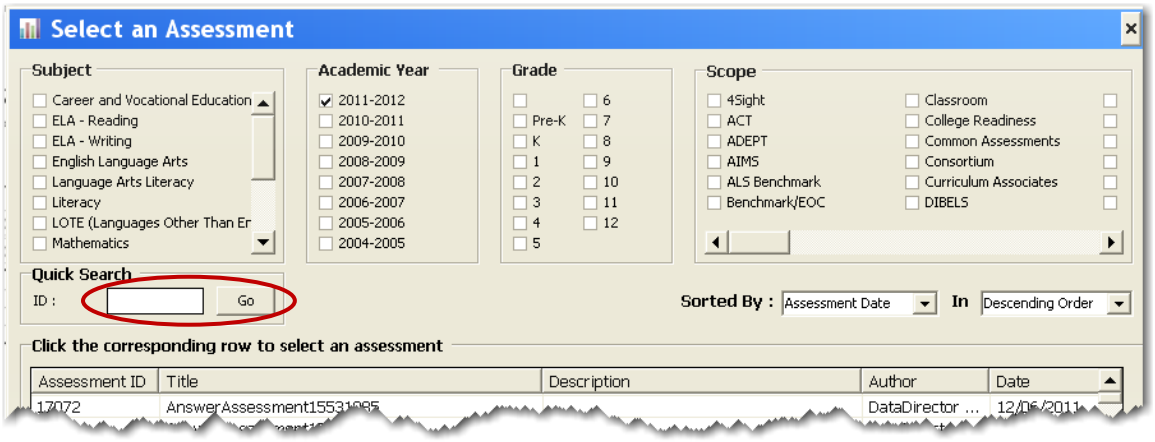
- Use a laser printer (not ink or bubblejet).
- Print with Adobe Acrobat Reader version 7.0 or higher.
- If using Acrobat Reader, select Acrobat Reader in printing preferences and ensure that **Page Scaling** option be set to **Fit/Reduce to Printer Margins/Printable Area** (verbiage may vary slightly depending on your printer).
- Ensure that the three sideways “T” marks that appear along the top and bottom of the sheets in Print Preview are printed on the actual answer sheets before administering an assessment.

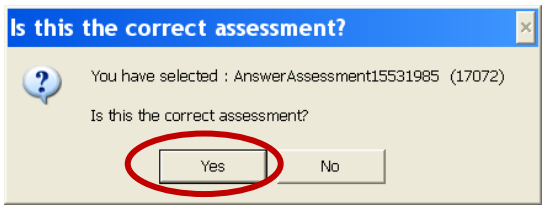
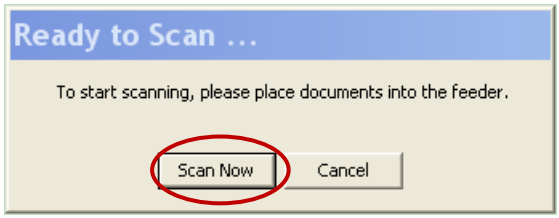
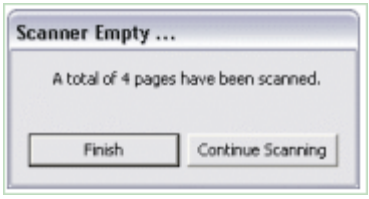


How to Scan Answer Documents

Before scanning answer sheets, a template that corresponds to the answer sheets need to be selected. The template provides information about the answer sheets, so that DataScanner knows exactly where to find the data on the sheet.

Follow these steps to scan answer documents:

STEP	ACTION
1	Login to DataScanner with your DataDirector username/password. ▪ If your account is associated with multiple sites or groups, you may be prompted to select your site/group before proceeding to the next step.
2	Select an Assessment— To search for an Assessment: Check boxes to filter available answer sheets that appear in the bottom portion of the screen, or To search for an Assessment by ID • If you printed your Answer Sheet prior to December 22, 2011, an Exam ID will be printed in the lower left of the answer sheet. Enter an "e" followed by the Exam ID in the **Quick Search ID** box (ex. E5378) and click **Go**  • If you printed your Answer Sheet after January 1, 2012, or if you know the DataDirector 4.0 Assessment ID, enter the Assessment ID as printed in the lower left of the answer sheet in the **Quick Search ID** box (ex. 5378) and click **Go**   Click an assessment in the list to select it *The assessment template is retrieved and displayed in the image viewer.* Verify that the image on the screen is the same as the answer document you are about to scan. You will receive a confirmation pop-up box to verify whether the correct assessment was selected.

STEP	ACTION
	Click **Yes** 
3	Scan Documents a. Load answer documents according to your scanner's specifications b. Click **Scan Now**  *You will receive a pop-up message indicating the number of documents scanned when all the documents you loaded have been scanned.*  You have two options: **a.** Click **Finish** to close scanning for this test, or **b.** Click **Continue** to scan more documents for the same test. **Do not scan documents for a different test.**

Scanning Summary

The Scanning Summary indicates the number of documents scanned, processed, and approved. Review the scanning summary and fix errors, if necessary.

- Scanned – the number of sheets identified by the scanner
- Processed – the number of DataDirector answer documents recognized
- Approved – the number of answer documents ready to commit to DataDirector.

The summary also indicates the number scanning errors. These documents did not process. Click **Why?** for an explanation of why the document did not process, or **How Do I Fix?** for tips on fixing the error.

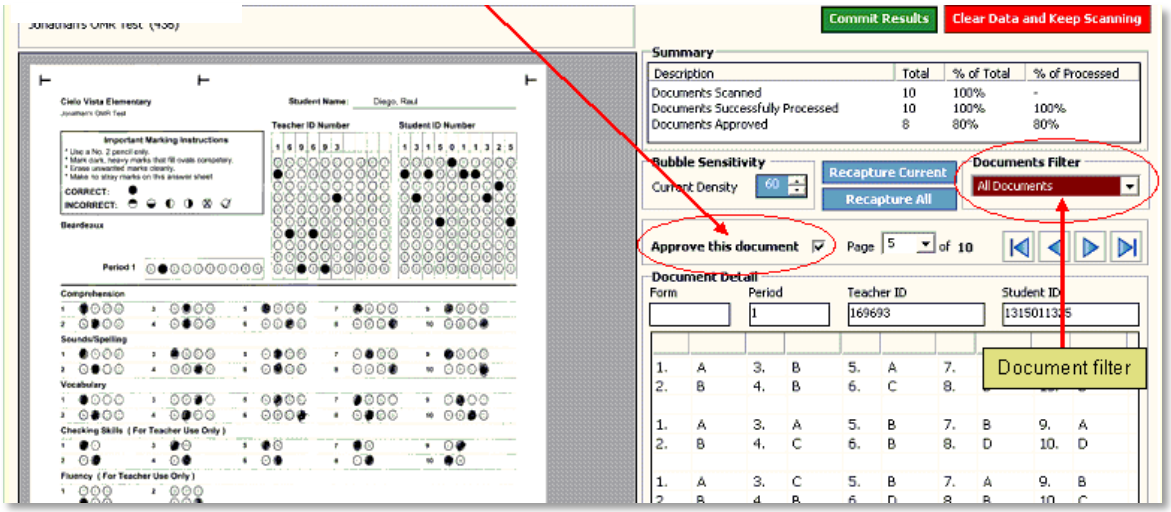
Click **Ok** when you have reviewed the summary and/or errors.

STEP	ACTION
4	Review, Approve, and Commit results—

A. Review

DataScanner automatically displays unapproved answer documents. You can use the **Document Filter** to view the other categories of documents scanned:

- All Documents – displays all scanned documents regardless of their status
- Approved Documents – displays all documents that scanned correctly and are ready to commit to DataDirector
- Disapproved Documents – displays documents recognized as DataDirector scan sheets, but contain errors
- Unprocessed Documents – displays documents not recognized as DataDirector scan sheets.



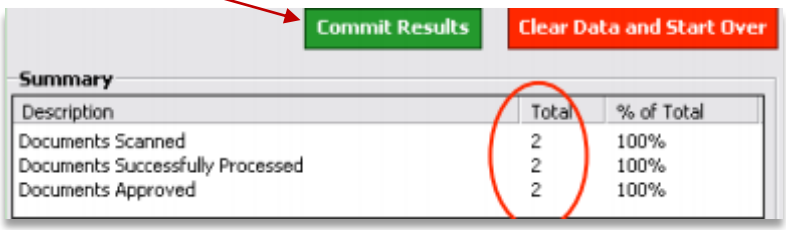
B. Approve

See *Troubleshooting Disapproved or Unprocessed Documents*, below for steps on fixing documents that didn't process. Click **Approve this document** to resubmit.

C. Commit results

Verify in the Summary, that all answer docs have been processed and approved. The total column should reflect all documents scanned.

A. Click **Commit Results.**



Results are sent to directly to DataDirector after committing and are available for viewing and reporting.

Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.
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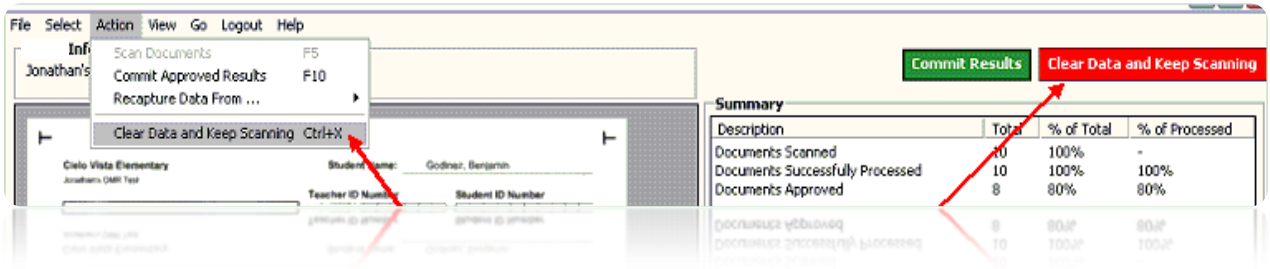
- If the acquired image or the data appear incorrect, you can clear the results instead of committing the results and process the answer sheets again. Also, you can clear the data after the results have been approved and committed and start scanning another set of documents for the same test without repeating the search and re-selecting it in the list.
- There are three ways to clear the results and the image viewer:
  - From the main menu, go to **Action→Clear Data→Keep Scanning**
  - Click the **Clear Data and Keep Scanning** Button.
  - Click the **CTRL-X** keys.


File Select Action View Go Logout Help
Scan Documents F5
Commit Approved Results F10
Recapture Data From ...
Clear Data and Keep Scanning Ctrl+X
Commit Results
Clear Data and Keep Scanning
Summary
Description Total % of Total % of Processed
Documents Scanned 10 100% -
Documents Successfully Processed 10 100% 100%
Documents Approved 8 80% 80%

Accessing the Results of Scanned Tests

Login to DataDirector to view the results of scanned answer documents. Locate the Assessment and open the Assessment Overview page. Click on any of the reports in the Reports related to this assessment section. Scores from the scanned answer documents are reflected here.

Scanned results are also reflected in **Assessment Reports** in the **Prebuilt Reports** section.

Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.
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Troubleshooting

Addressing Unapproved Answer Documents

DataScanner expects exactly one marked bubble for each row or column of bubbles. DataScanner will not approve an answer sheet. if more than one bubble is marked for a question, such as "A“ ”nd "B“ ”nstead of just "A“.”

The reason for not approving this type of situation is to alert you that marginally marked bubbles may exist. It is up to you to decide if these marginally marked bubbles should be treated as marked or unmarked.

Documents that are unapproved are displayed with the student responses that caused the document not to be approved flagged in yellow.

Some of the reasons a document may not process include:

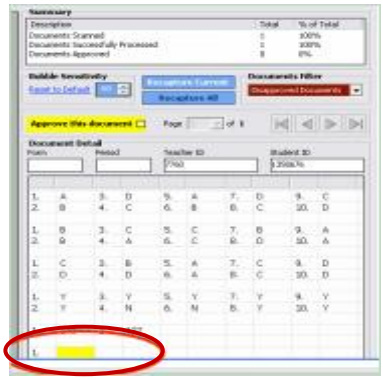
- Missing identification information (Student ID, Teacher ID)
- Incomplete bubbles
- Multiple responses to a question
- Sheet was skewed or twisted during scanning
- DataScanner did not recognize the scan sheet (could not locate the 6 registration marks)

How to Resolve Issues

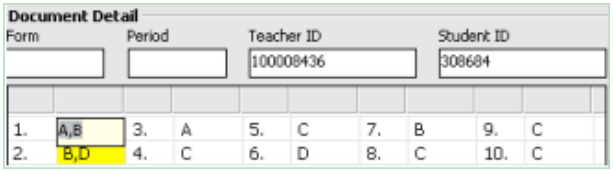
You have several options to resolve errors caused by improper answer sheet completion.

A. **Ignore all highlighted (yellow) responses** and grade them all as incorrect.

- Select the yellow box in the answer document—all highlighted responses will be graded as incorrect.

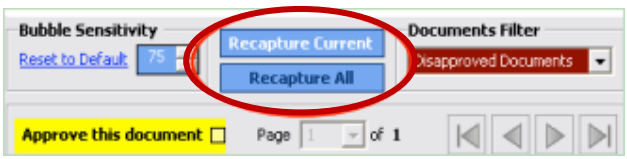


B. Click the yellow text and make manual corrections.



C. Adjust the **Bubble Sensitivity** –

- Click the down arrow to decrease the sensitivity for faint bubbles,
- Click the up arrow to increase the sensitivity for dark bubbles, or
- Click **Recapture Current** or **Recapture All** to instantly adjust the sensitivity.



Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.
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D. Set DataScanner to automatically approve documents with blank responses.
Go to: **File →Configuration→Other** Select the option to Approve Blank Answers.
This is not necessarily a recommended feature because faintly bubbled responses may not be detected by DataScanner and may display as blank when in fact the student did respond to the question. Use with caution.

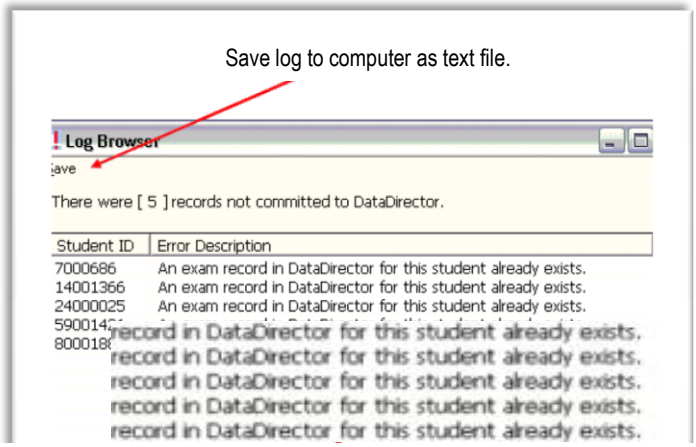
Troubleshooting Tips

- Answer documents may be unapproved if student responses are not detected. If responses appear bubbled in on the left side of the screen, but appear as yellow blanks on the right side of the screen, DataScanner may not recognize all six registration or "T" marks.
- Check your printer settings to ensure it is set to "Fit" or "Scaled" to printer margins before printing.
- Rescan—Click the red **Clear Data and Start Over** button and start your scan over.
- Adjust the sheet feed guides, re-place the documents in the automatic document feeder and rescan.
- Clean Scanner—scanners collect dust, pencil residue, and other particles with use. These elements may cause documents to twist, crumple, or clump during scanning. Periodically clean the scanner glass and rollers according to the manufacturer's instructions.
- Software updates—be sure you are using the most recent version of DataScanner. If there is a newer version available, you will need to uninstall the old version before upgrading to the newest.
- Restart DataScanner—like any other software application, closing and restarting can be helpful in resolving issues.

Error Log

Errors may occur when committing results to DataDirector due to incorrect site ID, assessment ID, student ID, teacher ID, or network connection issues. A log is created to capture these errors and allow the DataScanner session to continue without interruption.

These errors are displayed in a pop-up Log Browser after all the results are committed to DataDirector. This log may be saved as a tab-delimited text file on your computer.


Save log to computer as text file.
Log Browser
There were [5] records not committed to DataDirector.
Student ID
Error Description
7000686 An exam record in DataDirector for this student already exists.
14001366 An exam record in DataDirector for this student already exists.
24000025 An exam record in DataDirector for this student already exists.
record in DataDirector for this student already exists.
record in DataDirector for this student already exists.
record in DataDirector for this student already exists.
record in DataDirector for this student already exists.
record in DataDirector for this student already exists.

List of records that were not committed.

DataScanner FAQs

How to determine whether my computer is running a 32-bit version or 64-bit version of the Windows operating system

If the program is specifically designed for the 64-bit version of Windows, it won't work on the 32-bit version of Windows. (However, most programs designed for the 32-bit version of Windows will work on the 64-bit version of Windows.) Device drivers designed for the 64-bit version of Windows will not work on computers running a 32-bit version of Windows. See the Microsoft Knowledgebase article 827218 for steps on determining which version of Windows you're running.

http://support.microsoft.com/kb/827218

How Do I know if I have Admin Rights?

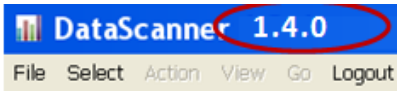
Right-click

- If **Open All Users** and **Explore All Users** options are available, you have administrative rights.

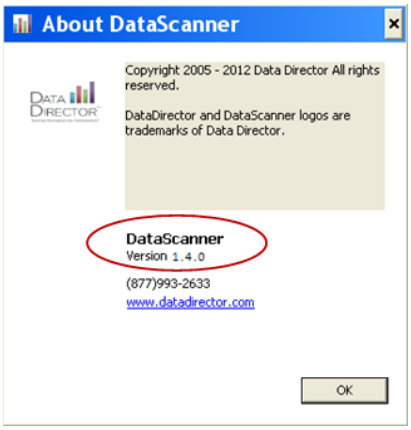
- If you do not have Admin Rights an Administrator will need to uninstall/install DataScanner or change permissions to the DataScanner folder.

How Do I Know Which Version of DataScanner is Installed?

The version number appears in the DataScanner header when you logon to DataScanner.



You can also view the version number by opening the **Help** menu>**About**



Questions? If you have any questions or concerns, contact DataDirector Customer Support at help@datadirector.com or (877)993-2633.
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Why do I need to calibrate?

- This is necessary to adjust the scanner to render the registration/"T" marks on your answer sheet.
- Calibrating allows accurate answers to be picked up by DataScanner™.
- As answer sheets are printed from different printers, calibrating adjusts to the "T" marks on the answer sheets in order to accurately identify student responses.

Why are commas in my student id?

- This happens when the scanner does not read the student ID bubbles correctly.
- Most often this is due to answer sheets that were not calibrated.
- Another possibility could be the bubble sensitivity is not adjusted appropriately.
- The scanner may have dog-eared your sheets. If the upper left or right corners were folder over and covering the registration marks, this will affect the readability of the answer sheets.

Can I edit my student's responses?

- Yes, once you have scanned the answer sheets you may make adjustments to the image scanned on the right side of the screen.
- You may also make corrections to the student's responses within DataDirector™. After scanning, proceed to DataDirector™ and locate your assessment. From there, click on the Student Responses link on the left navigation to make the necessary fixes.
- If you would like to re-scan a student's sheet that has already been committed, you must delete their responses from DataDirector™ first.

What does the bubble sensitivity do?

Bubble sensitivity allows you to adjust for those students that did not mark heavy (dark) enough. Simply raise or lower the sensitivity levels. Lighter bubbles require lower sensitivity and vice-versa. Bubble over/under-sensitivity may also cause commas in your student or teacher id's

How do I scan more answer sheets once I have committed?

If you have more answer sheets to scan after committing a batch, click Clear data and start over.

What does the error message "An unhandled exception error has occurred" mean?

Check your system configurations, i.e. .Net Framework 3.5. See

Notes

- DataScanner is designed to run on Windows 32 bit operating systems. To determine which version of Windows you have installed, see the Microsoft Support Article: ***How to determine whether a computer is running a 32-bit version or 64-bit version of the Windows operating system*** http://support.microsoft.com/kb/827218
- **DataScanner** does not work on Mac OS, Windows NT, Windows 98 or earlier versions of Windows operating systems.
- If you are not sure which service pack or version operating system you are using, simply right-click you're My Computer icon and select Properties.
- The computer and scanning device must be directly connected via a USB cable.

Minimum Requirements, pg 3, above.

If you are receiving the following unhandled exception error stating, "The specified module could not be found (Exception from HPRESULT..." you must install the HP scanner driver even though you may not be using an HP scanner.

DataScanner 1.3.0
Unhandled exception has occurred in your application. If you click Continue, the application will ignore this error and attempt to continue. If you click Quit, the application will close immediately.
The specified module could not be found. (Exception from HRESULT: 0x8007007E)
Details
Continue
Quit

The HP scanner drivers can be downloaded from the www.hp.com >Support & Drivers

Why is the image on my screen blank when I am scanning?

- You may have placed one of your answer sheets in upside down.
- One or more of your "T" marks were covered by a folded corner on the sheet itself.

How can I best maintain my scanner? How should I clean it? (for Multi-Function Brother Scanners)

- It is recommended that you clean your glass with glass cleaner and a lint free cloth.
- It is also recommended that you have your scanners either professionally maintained or purchase scanner cleaner kits.

I get the error message "The scanner is offline" what should I do?

a. Check the USB connection between your scanner and the computer.
b. Verify that the TWAIN driver is installed and selected as the scanning source. See *Selecting the Scanning Source*, pg 19, above.
c. Go to **File > Configurations > Connections** – make sure the address has www.DataDirector.com and the site name matches the URL in the address bar used when logged into DataDirector™.

My device is no longer listed in the Approved Scanners list. Will it still work with DataScanner™?

Certain devices have been discontinued by the manufacturer and therefore were not available for testing with the latest release of DataScanner,

The following list of dedicated scanners, multi-function devices, and business copiers are currently discontinued and could not be acquired from the manufacturer for testing.

- Lexmark XS463de
- Brother MFC-8440
- Brother DCP-8065DN
- HP Scanjet 6010
- HP Scanjet N8460

While we expect the following devices to function accordingly, we were unable to certify each scanner according to the latest specifications of DataScanner™v1.3.